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Security Information

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JOB DESCRIPTION - GS-7 Personnel Officer

1. Assist Personnel Officer (GS-11) in matters pertaining to personnel and training, and act for the personnel officer in the latter's absence.
2. Maintenance of up-to-date personnel and training records.
3. Preparation of personnel actions, routine correspondence to the field, i.e. field notification of new personnel, and biographic data.
4. Maintenance of up-to-date division tables of organization
5. Assist in arranging training for personnel.
6. Attend training and personnel meetings in the absence of supervisor.
7. Assist in gathering information and preparation of statistical reports on personnel matters.
8. Assist in preparation of personnel for integration.
9. Typing of all finished memoranda to Department of State, and field dispatches.

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